



TITLE: Director of Human Resources

JOB SUMMARY: Director of Human Resources works closely with leadership to ensure that company culture makes Wolf Construction a great place to work. Responsible for controlling and/or assisting in the daily human resources functions through administering company health, welfare and retirement plans; ensuring policy and procedures comply with applicable laws; creating and maintaining employee files; and solving relational issues.

REPORTING:

- Reports to Owner, General Manager, and Controller
- Direct Reports: N/A

KEY RESPONSIBILITIES:

- Ensures proper administration of human resource function as (e.g. correspondence generation, record keeping, file maintenance, etc.)
- Administers health, welfare, and retirement plans company-wide. Benefit plans include medical, dental, vision, life, and ST/LT disability insurances, 401k retirement plan, flex spending, and PTO plan
- Acts as liaison with insurance carriers and service providers and fosters effective relationships
- Works closely with Director of Recruiting, Training, and Retention (RTR) to find, hire, and retain the best personnel
- Maintains and develops job descriptions for all employees
- Drafts job offers to potential new hires
- Completes new hire paperwork
- Organizes and performs employee performance reviews
- Manages annual open enrollment period. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers
- Reviews and processes monthly billings from insurance providers; resolves discrepancies with carriers, payroll, and the company
- Member of the Risk Management Team to help manage the risks of the company, specifically worker safety and workers compensation exposures
- Completes reports for management as requested
- Strives to ensure employee understanding of benefit programs
- Acts as a resource for Leadership, Accounting, and Payroll functions to ensure compliance with applicable laws and HR practices
- Performs outreach to employees, business partners, and community
- Participates in monthly safety meetings
- Serves as point of contact for emergencies
- Prepares reports related to EEO and HR compliance
- Conducts exit interviews in absence of supervisors

KEY SKILLS:

- Working knowledge of multiple human resource practices including: compensation practices, employee relations, performance management, federal and state employment laws
- Must be an excellent communicator
- Strong problem solving and team-building skills
- Proven computer and technology skills
- Knowledge of specific computer software including: Gmail or Outlook, Microsoft Word & Excel, and QuickBooks (or comparable accounting software)
- Ability to manage special projects while maintaining day-to-day responsibilities

PRIVILEGES / AUTHORIZATIONS:



- Assigned Company Vehicle on an as-needed basis
- Company provided or reimbursed cell phone (reasonable amount for personal use)
- Access to confidential employee files
- Access to accounting files (both digital and hard copy)
- Authorized to make purchases on company accounts and credit cards

WORKING CONDITIONS:

- 5% of time spent traveling. Some driving is required.
- Environment/Sensory: The Director of Human Resources will spend long hours sitting and using office equipment and computers which can cause muscle strain.
- The Director of Human Resources may also have to do some light lifting of supplies and materials from time to time.
- The use of computers may cause eyestrain and occasional headaches
- Mental: The Director of Human Resources must complete job assignments in a timely manner. He/she must be able to deal with employees, vendors, and the public in a courteous and respectful manner

PHYSICAL:

- Generally the job is not physically demanding
- Job may require light lifting from time to time
- Job involves sitting for long periods

HAZARDS:

- Normal hazards associated with an office environment

COMPENSATION:

- Salary (commensurate with experience)
- PTO
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Office Rate
- Dental Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts